



HSE Coordinator

Pave-Al Limited

Reports To: Operations Manager

Starts On: ASAP

Summary:

The Health, Safety and Environment (HSE) Coordinator performs a technical and supporting role by providing direction and guidance to Operations on key health, safety, and environmental policies and procedures, implementing industry best practices, internal corporate safety system, legal and regulatory requirements on job sites. The HSE Coordinator plays a key role in the implementation, management, sustainability and training of industry best practices for health, safety and environmental policies and procedures across all departments. The ideal candidate has experience working with the field and office teams while able to build and maintain professional working relationships. The role involves administration of the health and safety policy including monitoring incident reports, managing injury claims, recommending modified duties proposals for workers, and return to work plans. It also includes informing site management and business unit leads of incidents, assigning corrective and preventive actions, and following up on those actions to ensure completion. Record keeping, attention to detail, and effective communication are key competencies of this position. This is a challenging role for the right candidate and provides the opportunity to be a part of a great team.

Responsibilities:

- Coordinate and administer the Health and Safety Policy.
- Responsible for conducting health and safety orientations (for employees and sub-contractors), performing work site inspections, and investigating incidents and injuries/claims
- Plan for, coordinate and conduct, health and safety training including but not limited to: annual orientations, WHMIS, CPR/First Aid, and specialized training (as needed).
- Ensuring all departments are informed and in accordance with current Health and Safety policies.
- Escalate health, safety, or environmental issues to site/project leads and/or senior management.
- Monitor employees and subcontractors on site for compliance with safety procedures, regulatory requirements, and management system elements
- Proactively identify and prevent hazardous situations and communicate situations to site management
- Coordination and administration of Pave-Al Environmental policies and procedures.



- Provide coaching and support on health and safety requirements to the project managers, supervisors, foremen and workers related to HSE
- Develop, maintain and continually improve HSE programs and processes and support the management system
- Provide required monthly safety performance reports to management, identify trends, recommend initiatives to reduce incidents and improve prevention initiatives
- Act as the Primary HSE contact and liaison for the company
- Manage relationships with key clients, including both internal and external stakeholders on HSE-related matters

Requirements:

- Knowledge of COR requirements, driver training programs, transportation sector
- 5+ years of practical health and safety experience – on-site expertise in construction environment preferred. Experience with a production plant is an asset.
- Post-secondary certificate, diploma or degree in either Occupational Health and Safety
- Knowledge of Ontario's Certificate of Recognition (COR) and possessing auditor qualifications and experience will be given preference
- Experienced in working on a large scale construction sites and projects
- Knowledgeable in Occupational Health and Safety legislation, along with the construction, industrial, and mining regulations
- Knowledgeable in Environmental Compliance legislation and the general management of waste, water, air, chemicals, etc., related to the construction, industrial and mining operations
- Proficiency in computer software; solid Microsoft Office skills are required
- Ability to influence others to follow safety practices, procedures, and regulations
- Exceptional interpersonal and solid communication skills are necessities to being successful in this role
- Ability to meet deadlines under pressure
- Solid organizational and planning skills with ability to delegate or escalate to management when required
- Self-directed, takes initiative, and is able to perform as part of a team
- Valid Drivers' License
- Ability to work occasional evenings and weekends

Interested applicants are requested to forward resume to careers@paveal.com

Unsolicited resumes from staffing firms will not be accepted. We will contact candidates selected for an interview.